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P. O. Box 1407
Main Post Office
Washington 13, D. C.

RE: Redefining of Scope of Work for
Contract [] for 1961/62

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As a result of our several discussions in your office, I am providing you with the unsolicited definition of what I consider our last year's contract work and particularly the Scope of Work in its entirety. I not only concur in your principles of simplicity, but also your statements to the effect that if such a document as our Scope of Work for the last year can not have its meaning stated with simplicity and clarity to the extent that it is understandable by anyone, be they a technician, architect or other type, then it is likely that the person writing this Scope or document did not himself understand what he was talking about. Having written the original document myself, and having it returned as a contract Scope of Work, with only minor changes, I, therefore, accept the responsibility for same and hope that I can simplify the information in a manner that is suitable for your purposes.

For purposes of new personnel who are presently being added to your staffs and to your production divisions in various capacities, as well as the associated services and their people, I have tried to set forth below an understandable statement of [] obligations to you under the Contract and its Scope of Work.

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Because of the complexity of some of the required technical and trade terms necessary to and included in the actual contract, which may or may not be familiar in context to the personnel joining you, I have attempted to reduce the contract language in such a manner that the technical jargon, both the Architectural and Engineering profession, as well as the Systems profession, is eliminated or reduced to an absolute minimum.

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In essence, our concept of the [] contract of last year and that which may continue in part or in whole for the next year, charges [] with the following efforts in behalf of your offices, now the National Photo Intelligence (Interpretation) Center.

Because of the expanding requirements for both personnel and space, as well as the great variety of equipments, which are expensive and are exceptionally delicate and because of the great number of individual manufacturers involved in supplying NPIC with these equipments, -- it appeared that [] could very well serve for both the planning of [] for the uses of a National Photo Intelligence Center. Further, because [] does, in fact, have particular Systems type personnel and services as an integrated part of our architectural and engineering and planning services, the appropriateness of [] being assigned the role of aiding NPIC in its new facility appeared beneficial to NPIC and highly appropriate. Consideration was also given to the absence of any interest on the part of [] to any proprietary instrumentation, "hardware manufacture", or the sale of any particular piece of equipment which NPIC might require. [] throughout its architectural planning, design and its engineering work and systems work, provides only "personal service" of our professional and technical personnel.

As to the seven assignments making up the Scope of Work, these include:

ASSIGNMENT I

Provides for the study and determination of appropriate computer equipments to be acquired by NPIC for scientific computation, mensuration, data handling, information input and information retrieval, record keeping and similar computer aids.

The term "Automation of the Photo Intelligence Center" is noted to be considered for both mechanical and electronic/mechanical types of labor saving automatic or semi-automatic devices for the ease of handling material and the speeding up of the handling of repetitive tasks within the PIC.

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Additionally, the requirements is placed upon [] to determine personnel requirements, available personnel, salary brackets of personnel and similar items directly in support of and in connection with the computer itself.

Finally, under Assignment I, [] is to translate the above mentioned requirements into appropriate designs for the installation in [] per our Architectural and Engineering (separate) Contract.

ASSIGNMENT II

Assignment II is essentially the requirement for [] to do the conceptual work, the layouts of departments and the type of preliminary conceptual work normally done by the General Services Administration and provided to an Architectural and Engineering Contractor for execution for all NPIC's requirements []

[] The purpose of this was to completely re-analyze the relationships and inter-relationships of various departments and functions in the NPIC as they are to be provided for in [] insuring the maximum compatibility of such departments, as far as the production relationships are concerned, and optimizing the locations of departments one to another in conjunction with the work done by each as a part of the whole work produced in the NPIC.

Under this Assignment II also is the fact that certain secure areas and secure problems, which are subject to specialized development and careful scrutiny because of their security aspects and needed protection of same, are to be developed by [] cleared Los Angeles personnel separately and are to be carried to the extent that working drawings are suitable for execution by appropriate authorities, be they GSA or others.

Also, under this Assignment II, [] is charged with making required changes if, as and when necessary in the design drawings created and issued under a separate GSA contract for the general construction of [] These changes will cover the period during construction, prior to the initiation of construction and, finally, after construction is completed if, as and when required.

ASSIGNMENT III

This Assignment III provides for the full and complete detailed working drawings and layouts for the Photo Chemical facility (the so-called Tank Farm), to be installed in [] by manufacturers of this type of equipment. Work under this Assignment is to provide for complete vendors drawings and specifications, outlining exactly the needs of this Photo Chemical facility so that these may be submitted through the Issuing Office's logistic supporting groups for purchase and installation under a separate contract, providing solely for this particular item.

This Assignment also provides for the anticipated require expansion of the Photo Chemical facility, as an obligation of [] if found appropriate.

This Assignment also provides that if the requirement exists because of long lead time or other emergencies, which might effect the obtaining of the Photo Chemical facilities, that could be overcome by placing of a purchase order, then [] is required to serve as a staff capacity to the Issuing Office under the Issuing Office's direction for the placement of such orders or items as may be required.

It is also inserted for the purposes of possible use where security and/or disclosure of the actual purchaser, in this case the Issuing Office, is not to be disclosed due to vendors.

ASSIGNMENT IV

Assignment IV provides for [] to serve in the capacity of critically analyzing the evaluation of a 'photographic intelligence cell design'. It further provides that if and when such cell design is provided by others, namely the manufacturers of equipments appropriate to a photographic intelligence cell concept, then [] shall incorporate same into the architectural and engineering design work and facilities for []

(To date, the requirements for this staff assistance to the Issuing Office have been extremely limited and no call has been made on [] since the completion and submission by [] of their work and concept on or about December, 1960).

ASSIGNMENT V

Assignment V provides for the preparation of certain graphics and drawings by [] pertaining to and for use by the photo interpreters with the attention given and limitation put upon the preparation of such graphics and so-called "visual indicator criteria", to that particularly appropriate and exclusively found within the so-called architectural-engineering-planning and/or construction work, of which [] has appropriate talent for the development of same.

ASSIGNMENT VI

Assignment VI provides for [] to conduct exercises on the use of operations research technique, which involve the use and application of computer logic, as well as the engineering and certain fundamental siting problems, in order to aid in the verification of the substantive efforts of the photo interpreter and the validation thereof when appropriate. It also provides for the use of an individual as a consultant for assistance when and as called upon for photo interpretation and photo intelligence inputs by [] particularly directed toward the construction works and the facilities planning and programming as evidenced through the work and efforts of the photo interpreters of the NPIC.

ASSIGNMENT VII

Assignment VII provides for simple use for the purchase of items, either as a convenience and as an extension of the staff work of the logistic support of NPIC, or for reasons of security if the purchaser (the Issuing Office) is to remain unknown to the vendor for security or for any other reason.

It also provides that reimbursement for these services shall be made without addition of any fee other than compensation to [] [] for the actual hours and time spent by persons involved in the actual purchase of the items, the transaction details and shipments of same to the proper locations, as well as trans-shipment, if required.

Finally, any and all of the above seven Assignments are to be implemented and have been implemented by means of so-called Technical

Directives, issued by the Issuing Office itself, to [] to proceed with a detailed description of the work to be covered by a Technical Directive, which Technical Directive must necessarily come under the terms of one of the seven Assignments.

To date, there have been four Technical Directives issued to [] and acted upon as follows:

Assignment I - Technical Directive #1

Operations Analysis via Systems for the Computers and overall functions of NPIC.

All of the functional arrangements under this TD have been completed and are now in the process of execution by and to the extent needed to complete the architectural and engineering drawings [] with certain exclusive exceptions, which were anticipated at the outset.

Assignment II - Technical Directive #2

"To study the functions and operations of the Issuing Office and to translate these into conceptual plans and architectural layouts for execution of working drawings under a GSA (separate) contract".

This work has been completed to approximately 85% to 90% at the present time, with the first request for formal review and signature by members of the staffs of the Issuing Office accomplished as of 21 July 1961. Work is now proceeding on the architectural and engineering separate contract, for drawings and specifications for [] [] Washington Office.

Assignment II - Technical Directive #2

This Technical Directive provides for the precise requirement of the preliminary concept designs for []. As noted above, these are essentially complete and will be submitted to GSA on or about 5 August 1961, and will be transmitted as "official preliminary concept design for []". These will be transmitted by and after submission to the Issuing Office with the appropriate letter of transmittal indicating that changes may be required in certain areas as equipments are provided and/or final equipment designs are made available to the A & E. [] will prepare such a letter in draft form for the Issuing Office to use as they see fit for transmittal of the record "official preliminary concept drawings", to the General Services Adminis-

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tration and others.

Assignment III - Technical Directive #1

This Technical Directive covers the work required for the development of the Photo Lab, its drawings and specifications for use in soliciting quotations from vendors and work is proceeding on this at the present time. Although this Technical Directive was somewhat delayed in getting to [] and it was necessary to begin work on and under this Technical Directive's present requirements before [] received it, we did, in fact, begin work and there has been no loss in time or slippage in schedule due to the late receipt of this TD.

The work and particularly the criteria as to the quality of the materials handling in the photo chemical facility and photo labs has been recently determined and work can proceed without interruption henceforth.

Assignment VI - Technical Directive #1

This Technical Directive provides for [] to act as a consultant if, as and when called for either in the Washington area, West Coast or elsewhere as directed by the Issuing Office and for the tasks which the Issuing Office considers [] competent. Some hours of consulting service have been provided to date and are accounted for separately, although only recently a specific hourly job number has been assigned to such work, due to the recent arrival of the Technical Directive and the execution of same. Henceforth, all charges will be allocated properly if, as and when incurred against this Technical Directive. It is not anticipated that these will be great for the coming year.

This provides some status and/or explanation of exactly what our Contract content is and the Scope of the Work means, and it is hoped that clarification is given herein for any and all parts that may be desired for explanation to the others.

It is not practical to try to limit the description or the interpretation of the Scope of the Work and, therefore, only a recap will be provided as a cover to this long and detailed explanation.

PJD vc

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